

## **Using the Ansell Casey Life Skills Assessment**

The Ansell Casey Life Skills Assessment (ACLSA) is designed to assess life skill needs for individuals age 8 and up. Practice Guidelines require that youth 14 and up take the ACLSA within 30 days of their 14<sup>th</sup> birthday. Practice Guidelines also require that youth in care, 14 years and over, take the ACLSA each year. Best Practice would be to take the ACLSA every six months.

There are additional education, Native American, pregnancy, parenting infants, parenting young children, homeless, youth values and LGBTQ supplemental assessments. The assessments are most effective when they are completed by the youth, the caseworker and the caregivers. This assessment builds the foundation for the Transition to Adult Living section of the youth's plan.

### **Taking the ACLSA:**

1. Go to <http://www.caseylifeskills.org/>.
2. Select "Assessment" from the Tool bar at the top of the page.
3. From the drop down screen select the appropriate language.
4. Select the appropriate assessment for the youth:
  - a. If you have a question about which assessment select "click here for help."
  - b. The appropriate assessment will match the youth's developmental age.
5. After selecting the assessment, click on "Begin Assessment."
6. Agree to the "Limited License – Terms & Conditions."
7. Enter the youth ID (their 7 digit SAFE person ID number or PIN which is located in the blue bar at the top of the person screen in SAFE).
8. Enter the organization ID number (specific to your individual region).
9. Enter the matching email address – twice. Remember:
  - a. It is always the caseworker's email.
  - b. The caseworker needs to give their email address to everyone taking the ACLSA.

10. Enter your address again in the email address, and then again to verify your email address so that a copy of the report is mailed to you.
11. Have the youth take any of the supplemental assessments that are appropriate for them.
12. Have the caregivers, caseworker, or other team members take the ACLSA with the youth. Have the individuals who take the ACLSA with the youth use the matching email address to link the assessments into a matched scored report.

### **Planning with the ACLSA:**

1. Go to <http://www.caseylifeskills.org/>.
2. Select “Learning Plan” from the tool bar at the top of the page.
3. Then select “ACLSA Life Skills Domains” from the drop down screen.
4. Select the domain the youth is going to work on from the drop down screen.
5. Select a specific area of the domain
6. Select the specific learning goals that will help the youth meet their needs.
7. Select the learning goal and activities by checking the boxes to the left of the learning goal and activities.
8. Select the button “add selections to learning plan” to add the goal, expectations and activities to the ACLSA plan.
9. Multiple learning goals and activities can be selected and added to the ACLSA plan.
10. When you have selected all of the desired goals return to the top of the screen and select “Preview or Print Learning Plan.”
11. Select “Individual Life Skills Learning Plan.”
12. Copy and paste the learning goals and expectations into a Word document.

13. Manipulate the word document by combining, adding, and deleting information to get the needs and steps that you want. This is trained more thoroughly in the ACLSA training

### **Resources in the ACLSA:**

1. Look at the activities included in the ACLSA plan.
2. Access the resources by:
  - a. Go to the Learning Plan, ACLSA domains, and the specific area of the domain
  - b. Select the Learning goal
  - c. Select the resources under the activities that are at the bottom of each Learning Goal.

Or

- a. Select “Resources” from the tool bar at the top of the page.
  - b. Select “Resources for ACLSA Guidebook”
  - c. Scroll down the page until you locate the resource you want to use.
3. Open free resources to access the materials that you need for purposeful visits, foster parents, or team members.
4. Check with your region TAL coordinator to borrow many of the resources that are not free.

### **Additional helps:**

- Practice Guidelines 303.72
- Practice Guidelines 303.15
- Ansell Casey Life Skills Assessment (ACLSA) training – can be accessed through your region training managers.